

USAF Declass/Release Instructions On File

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 11-1

12 March 1974

Administrative Practices

DUTY OFFICER

This regulation outlines the duties for Officers, NCOs and Civilians who have been selected as Duty Officer (DO) over non-duty periods such as weekends and holidays.

1. Policy. The provisions of this regulation are applicable to all group personnel who have been selected as DO. Military Officers, NCOs (E-7 and above) and DAFC Civilian personnel in the pay grade of GS-12 and above are subject to DO.

2. Responsibility. It will be the responsibility of each individual who has been selected as DO to comply with the provisions of this regulation.

3. Procedures.

a. The Command Section will maintain a Duty Roster from which officers will be selected in rotation. An ATTG Notice will be published the third week of the month designating DOs for the following month.

b. The tour of duty will be from the close of duty on Friday (or last duty day before a holiday) to the beginning of duty on Monday (or first day following a holiday).

c. The Command Section will contact the DO on the duty day prior to his tour of duty and inform him of any special instructions applicable during his duty period. A folder containing a copy of this regulation and other instructions for the DO will be maintained at the Guard Captain's office during his tour of duty.

4. Duties of the Duty Officer. The Duty Officer is designated representative of the Group Commander. During the period of duty assigned he will be available as an immediate contact in the event of an unscheduled activity generated by Headquarters or group personnel emergencies and will insure necessary action is accomplished. The DO will:

a. Insure he is cognizant of any activity programmed during his tour of duty.

Supersedes ATTG Reg 11-1, 25 May 72. (For summary of revised, deleted, or added material, see signature page.)

OPR: COMMAND

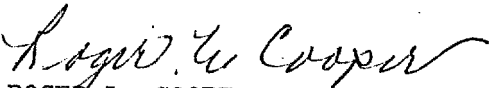
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ATTG Reg 11-1

- b. Be familiar with the Casualty Reporting Package located in the Guard Captain's office.
- c. Be available for telephone contact at all times and will keep the main gate informed of his whereabouts if not at his residence.
- d. Notify immediately the applicable section head(s) and/or personnel concerning any required action generated by telephone or message.
- e. Be familiar with procedures for reporting unauthorized aircraft landings at North Base. (See ATTG Reg 60-6 and DO folder).
- f. Notify the Commander or his designated representative as soon as possible concerning any activity which occurs during the tour of duty.


ROGER L. COOPER, Colonel, USAF
Commander

Summary of revised, deleted, or added material

Added NCOs to duty officer roster, changed para 3a to read third week in lieu of last, added new para 4b, renumbered 4b,c,d,e.

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